GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

LFB&IMS Department – Factories Act, 1948 – Safety Audits – Framing the A.P. Factories (Safety Audit) Rules, 2025 for the third-party safety audits – Preliminary Notification – Orders – Issued.

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LABOUR FACTORIES BOILERS & INSURANCE MEDICAL SERVICES (LAB.II) DEPARTMENT

G.O.MS.No. 25 Dated: 21-11-2025

Read:

E-file bearing Comp. No. 2907276 from the Director of Factories, AP.

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ORDER:

Government, after careful examination of the proposal in the reference read above, the following Preliminary Notification will be published in the Andhra Pradesh Gazette, Dated: 21.11.2025

PRELIMINARY NOTIFICATION

In exercise of the powers conferred under section 112 of the Factories Act, 1948 (Act No.63 of 1948) Government hereby propose to make the following draft Rules published for general information as required in terms of sub-section (1) Section 115 of the said Act.

2. Notice is hereby given that the said draft Rules will be taken into consideration by the Government on or after expiry of forty five (45) days from the date of publication of the Notification in the Andhra Pradesh Gazette and that any objections or suggestions which may be received by the Government from any person with respect there to within the aforesaid period will be taken into consideration by the Government of Andhra Pradesh.

3. The objections and suggestions, if any should be addressed to the O/o. the Director of Factories, Andhra Pradesh, Vijayawada through the mail address: **dfap2020@gmail.com**

ANDHRA PRADESH FACTORIES (SAFETY AUDIT) RULES, 2025

(Rules Prescribed Under Sec 7-A(2) & Sec 41 Read with Sec 112)

1. **Title, Commencement and Application.** (1) These rules may be called the Andhra Pradesh Factories (Safety Audit) Rules, 2025

(2) They shall come into force from the date of their final publication in the Official Gazette,

(3) They shall apply to the factories, -

(i) Involving Major Accident Hazard (MAH) installations as defined under clause (ja) of rule 2 of the Manufacture, Storage and import of hazardous chemicals defined rules, 1989 as amended from time to time.

Or

which carry hazardous process as defined in Section 2(cb) of Factories Act, 1948 using a hazardous Chemical as defined under Rule 61(SB)D2(a) of AP Factories Rules.

(ii) which carry the hazardous manufacturing processes as listed in first schedule appended to clause (cb) of Section 2 of Factories Act, 1948 but not covered by sub rule (i) above.

(iii) any dangerous operation as prescribed under Rule 95 of AP Factories Rules, 1950 Read with Section 87 of the Factories Act, 1948 with an employment of more than 100 workers but not covered by sub- rules (i) & (ii) above.

(iv) any other process not covered by sub-paras (i), (ii) and (iii) above in which more than 250 workers ordinarily employed.

(v) any other factory or category of factories as notified by the State Government from time to time.

2. Definitions. (1) In these rules unless the context otherwise requires,-

(i) "Act" means the Factories Act, 1948 (Central Act 63 of 1948), as applicable to the State of Andhra Pradesh;

(ii)"Chief Inspector of Factories" means any person who is appointed by the State Government as a Chief Inspector, under sub-section (2) of section 8 of the Act;

(iii) "Degree" means a Bachelor degree or post graduate degree from a university established by law;

(iv) "Diploma" means a diploma awarded by a statutory university or a recognised institution;

(v) "Form" means a form appended to these rules;

(vi) "Safety audit" means a systematic, objective, documented and independent evaluation to determine whether, the activities conform to the requirements of the occupational health and safety systems and procedures in a Factory.

(vii) "Safety Auditor" means a person or an institution empanelled by a committee constituted by the State Government as per Rule 7 to carry out Occupational Safety and Health Audit in accordance with the provisions of these Rules.

(viii) "Schedule" means the Schedule appended to these rules;

(ix) "Section" means section under Factories Act, 1948;

(x) "Hazardous chemical" means any chemical as defined in Rule 61(SB)D.2(a) of AP Factories Rules, 1950.

(xi) "Institution" means a firm, association, body, corporate, society or a trust, registered in accordance with the law for the time being in force, and dealing mainly with the object of ensuring safety and health of workers engaged in factories.

(xii) "Occupier" means a person as defined under clause (n) section 2 of the Act; and

(xiii) "State Government" means the Government of Andhra Pradesh;

3. Duty of the Occupier.

a. The occupier of every factory specified under sub-rule (3) of Rule1 of these rules shall arrange to carry out an audit of occupational health and safety management systems in the factory by a third-party auditor empanelled by the Government for this purpose as prescribed.

b. The occupier of every factory in which a third-party expert safety audit was conducted previously, shall arrange for repeating the Occupational health and Safety audit, once in every period of 12 months in case of factories covered by sub-rule 3 (i) of Rule1 of these rules and once in 24 months in case of all other factories covered by sub-rule 3 (ii), (iii), (iv) and (v) of Rule 1 of these rules.

c. The occupier shall submit the report of the safety audit, soon after its receipt from the third-party auditor, to the Chief Inspector of Factories or any other authority as may be specified by the Chief Inspector of Factories from time to time.

d. The occupier shall submit a detailed item wise compliance report on the recommendations in the safety audit report to the concerned authority within 30 days of the receipt of the said audit report.

e. **Internal Safety Audits:** In addition to the above, the occupier of each factory covered by sub-rule 3 of Rule 1 shall also arrange for carrying out an Internal Safety Audit of his factory by constituting an internal cross functional Audit team as stated below;

a. In case of factories falling into sub-para (i) of sub-rule (3) of Rule 1, the internal safety audit shall be conducted immediately after 6 months from the previous external third party safety audit.

b. In case of factories falling into sub-para (ii), (iii), (iv) and (v) of sub-rule (3) of Rule 1, the internal safety audit shall be conducted immediately after 12 months from the previous external third party safety audit.

Further provided that in the year in which an external safety audit is carried out in the factories covered by sub-paras (ii), (iii), (iv) and (v) of sub Rule 3 of Rule 1, it shall not be necessary to carry out an internal safety audit.

f. The occupier, within 30 days after the receipt of the internal safety audit report, shall ensure the compliance and submission of compliance report to all

the recommendations of internal safety audit, to the concerned authority as may be specified by the Chief Inspector of Factories.

g. In case of any changes or additions in the manufacturing processes in factories, the occupier shall, within one month prior to such change or addition, carry out the Occupational health and Safety audit by a third party Safety Auditor empanelled by the Government with respect to such changes or additions as the case may be.

4. Scope of Safety Audit. –

a. The scope of every Third-party expert safety audit carried on in accordance with these rules shall not be less favourable than but not limited to that of IS 14489:2018 or any updated version of this Indian standard from time to time or any other different standard as notified if any by the State Government.

b. The Chief Inspector of Factories or such other authority to whom the safety audit report is required to be submitted by the occupier, shall review the said report and satisfy himself that the scope of the safety Audit is in accordance with sub-rule (a) above within 15 days from the date of receipt of the report and admit the same, failing which the said report is deemed to have been admitted by the said concerned authority.

5. Improvement Notice, -

a) The concerned authority, if it deems fit, may issue an improvement notice to the occupier of the factory to remedy the audit observations/recommendations and to report the compliance. The Occupier shall comply with requirements of improvement Notice within 30 days or within such time as extended by the Chief inspector of factories and report the same in writing to the concerned authority.

b) No manufacturing process shall be carried on in any factory beyond the stipulated period of thirty days, or such extended period as may be permitted by the Chief Inspector of Factories, without submission of a written compliance report on the audit recommendations to the Chief Inspector of Factories or to such other authority as may be notified by him.

6. Re-audit:— If the Safety Audit Report is found that it was not carried out in accordance with sub-rule (a) of Rule 4, the concerned authority shall communicate the same to the Occupier and the Safety Auditor and, with the prior approval of the Chief Inspector of Factories, may direct the Occupier to conduct a re-audit confined to the discrepancies so identified. The re-audit shall be completed within thirty days from the date of such direction. The provisions of clauses (c) and (d) of Rule 3 and sub-rule (a) of Rule 4 shall *mutatis mutandis* apply to such re-audit.

7. Empanelment of Third-Party Safety Auditors:

(1) (i) The expert third party safety audits shall be conducted only by the empanelled individuals and empanelled institutions for this purpose under these rules.

(ii) The State Government may empanel any individual person who is possessing the qualifications, experience and other requirements as set out in the **Schedule I** hereto as a Safety Auditor for the purpose of carrying out Safety Audit as provided by these rules:

(iii) The State Government may empanel any institution employing at least three individuals, one each possessing a degree in Chemical Engineering, Electrical Engineering, and Mechanical Engineering respectively, together with such additional qualifications, experience, and other requirements as specified in *Schedule–I*, to act as a *Safety Auditor* for the purpose of carrying out Safety Audits in accordance with the provisions of these rules.

Provided that, if the number of individuals employed in the empanelled institute fall short of minimum prescribed strength of three individuals, such institute is not entitled to conduct safety audits until the vacancies are filled in to rise the strength to a minimum of 3 individuals as prescribed above and notified the details to the Chief Inspector of Factories for incorporating necessary changes in the certificate of empanelment previously issued.

(iv) Director General Factory Advise Services and Labour Institute (DGFASLI) and National Safety Council (NSC) and any other Government owned or controlled organisation/ institution as notified by the State Government from time to time shall be deemed to be Safety Auditor for carryout the Safety Audit under these Rules.

(2) **Procedure of Empanelment.**

(a) An application for empanelment as a Safety Auditor for carrying out Safety Audits shall be submitted electronically, through the designated web portal or mobile application, to the Chief Inspector of Factories in *Form–II* in the case of an individual, and in *Form–III* in the case of an institution along with the requisite fee paid online as specified in the table below and accompanied by necessary enclosures.

Sl. No.	Class of Safety Auditor	Fee to be paid for grant or renewal of empanelment
1	Institution	Rs.50,000/-
2	Individual	Rs.25,000/-

b. The institutions having three or more associated individuals, who are satisfying the criteria for qualifications and experience as detailed in the schedule I appended to these rules, shall only be eligible for applying for the empanelment under these rules.

c. The individuals / the institutions applied for empanelment as third Party shall not be above the age of 70 years and to be certified physically fit by a registered medical practitioner annually after attaining the age of 62 years by last birthday onwards for carrying physical work of conducting Safety Audit.

d. The individuals/ individuals associated with the institutions applied for empanelment as third Party should not currently be a part time / full time employee in any factory listed in the State of Andhra Pradesh or its subsidiaries or branches elsewhere in the country. Similarly, the individuals with

objectionable character are not eligible for associating with the institutions applied for empanelment as third Party.

(e) Applications for empanelment shall be accepted during the months of January and February of every year. Applications received in complete form shall be scrutinized by the Chief Inspector of Factories and placed before the *Empanelment Scrutiny Committee (ESC)*, which shall be constituted by the State Government and shall consist of individuals having substantial experience in operations, maintenance, or safety administration in reputed industrial establishments, academic institutions, professional bodies, or other organizations of standing, and such other experts possessing relevant professional expertise. The composition, number of members, tenure, frequency of meetings, and other administrative conditions of the *Empanelment Scrutiny Committee (ESC)* shall be as notified by the Government.

f. The individuals who are not associated with empanelled third parties shall only be considered as members of ESC and the individuals who have served as members of ESC shall not take any assignment on behalf of the empanelled third-party institutions for the next two calendar years after ceases to be the member of the ESC.

(g) The *Empanelment Scrutiny Committee (ESC)* shall conduct personal interviews, either in physical or virtual mode, with all individual applicants and the individuals of institutional applicants for empanelment. Based on the outcome of such interviews, the *ESC* may recommend to the Government the empanelment or rejection of the applicants, duly recording the reasons there for. This process shall be completed on or before the 31st day of March every year.

(h). On receipt of the recommendation list for empanelment, the State Government may grant approval to the applicants as a Safety Auditor or reject the application, as the case may be, duly specifying the reasons within thirty days from the date of the receipt of the recommendations from the ESC and communicate the same to the Chief Inspector of Factories.

(i). After receipt of the communication from the Government, the Chief Inspector shall issue a certificate in **Form-IV** within 15 days from the date of receipt of the list of the empanelled applicants. Any change (additions/deletions) in the individuals working for the empanelled institution shall be got incorporated into the certificate by empanelled institution within 15 days of actual change.

(j). The empanelment granted under sub-rule (j) shall be valid for a period of Two years from the date of issuance of certificate of empanelment.

8. Renewal of Empanelment. -

1. Every empanelled individual / institution seeking renewal of empanelment as Third-Party safety auditor shall make an application electronically (Web portal / Mobile Application) to the Chief Inspector of Factories for an individual in prescribed Form-II and for an institution in prescribed Form-III along with online payment of the requisite fee log record of work done in the previous

empanelled period, Fitness certificate (If required) etc at least three months before the expiry of the period of empanelment and the procedure specified in sub-rule 2 of rule 7 shall apply mutatis mutandis for its renewal of empanelment.

2. The ESC shall evaluate the performance of the 3rd party with regard to quality of the work done during the previous period while considering the renewal. The committee shall also take into cognizance if there are any allegations of act of bribery or disclosure of information if any about the manufacturing or commercial or working processes which may come to their knowledge in the course of their work or any other relevant issues while examining the application of renewal of individuals or individuals in an institution and recommend for renewal of empanelment if found acceptable.

3. The applicant shall not be eligible for renewal of empanelment as a Safety Auditor if,-

(i) the Chief Inspector has revoked such empanelment in the past on two occasions; or

(ii) he has not carried out at-least five safety audits of factories in the past two years; or

(iii) he has crossed the age of 70 years.

(iv) he has disclosed the manufacturing or commercial secrets or working processes or other confidential information which may come to his knowledge in the course of his duties as an auditor.

4. The Chief Inspector may, after giving an opportunity to the Safety Auditor of being heard, revoke the certificate of empanelment, if he has a reason to believe that,-

(i) the Safety Auditor has violated any of the conditions stipulated in the certificate of empanelment or renewal of empanelment; or

(ii) the Safety Auditor has carried out the safety audit in violation of the provisions of the Act or these rules or has acted in a manner inconsistent with the intent or the purpose of the Act or rules made there under or has omitted or failed to act as required under the Act and rules made there under;

9. **Intimation of safety audit.** The Occupier of the factory as well as the Safety Auditor shall inform in Form-I to the concerned authority as specified by the Chief Inspector of Factories, at least three (3) days in advance before commencement of the safety audit in the said factory.

10. **Responsibilities of Empanelled Third-Party Safety Auditor. –**

a. The third party empanelled Auditor engaged by an occupier of a factory shall abide by the terms and conditions of empanelment at all times.

b. The third party shall record the compliance / non-compliance objectively, conclusively and clearly without any concessions duly supported adequately

with details and enclosures in order to establish the status of compliance. The audit report shall be submitted to Occupier of the factory as prescribed under **Schedule-II** as early as possible after completion of the audit process but in any case, not later than 30 days from the date of completion of audit at the factory.

Provided that during safety audit, if the auditor finds any hazard posing danger to the human life which needs immediate correction, he shall immediately communicate in writing to the occupier as well as to the concerned authority as specified by the Chief Inspector of Factories. In such a case, the occupier shall take immediate corrective action under intimation to the concerned authority as specified by the Chief Inspector of Factories.

c. The Audit shall be carried on by a team comprising three or more individuals with specialised backgrounds which are complementary. One of the auditors shall be designated as lead auditor.

d. The audit team shall abide by the Roles and Responsibilities of Safety Auditors defined vide para 4.3 of IS 14489:2018.

e. The empanelled third-party individual / institution is not entitled to depute any person other than empanelled for carrying out safety audit.

f. The empanelled third party shall maintain a log book of all safety audits undertaken duly indicating the name and address of the audited factory, names of the persons who have carried out safety audit, dates of the audit and date of submission of the audit report to the Occupier.

g. The third-party individual / institution shall not conduct a Safety Audit of any factory where any of the empanelled individuals of the said institution has any direct or indirect interest whatsoever, with the occupier, partner, director, or manager of that factory, or with any factory owned, operated, managed, or conducted by their immediate family members, relatives or extended family members. Similarly, the audit shall not be carried on to those factories to which the auditor supplies any plant, machinery, raw material, safety equipment or other materials or equipment.

h. The safety auditors shall comply with all the conditions as may be specified by the Chief Inspector of Factories. The Safety Auditor shall not disclose, even after ceasing to be an employee of the empanelled third-party institution, any manufacturing or commercial secrets or working processes or other confidential information which may come to his knowledge in the course of their duties as an auditor. Any failure in this regard shall render the empanelment of the auditor liable for cancellation and he shall not be eligible for empanelment in future;

i. The Safety Auditor shall visit the factory within one month after expiry of three months from the date of submission of external third party Audit of Occupational Health and Safety report to the occupier to verify the action taken report submitted by the occupier of the concerned Factory as well as the latest status of compliance and the report of the same shall be submitted to the concerned authority as specified by the Chief Inspector of Factories as prescribed in **Schedule-III** with a copy to occupier.

11. (1). The Safety Audit shall be conducted, in respect of the following categories of factories, only by an empanelled institution duly constituting an audit team comprising at least three individuals one each possessing a degree in Chemical Engineering, Electrical Engineering, and Mechanical Engineering respectively having distinct but complementary areas of specialization.

(a) Major Accident Hazards Factories;

(b) Factories carrying out hazardous processes and employing more than two hundred and fifty workers but not covered by (a) above;

(c)Factories carrying dangerous operations as prescribed under Rule 95 of AP Factories Rules, 1950 Read with Section 87 of the Factories Act, 1948 with an employment of more than 250 workers but not covered by (a) & (b) above.

(d) Other factories not covered under sub-rule 3 (i), (ii) and (iii) of rule 1 and employing more than one thousand workers:

(2) The safety audit for all other factories not covered by sub rule 1 above, and falling in to the scope of sub para (iv) and (v) of sub rule 3 of Rule 1 shall be conducted either by empanelled individuals or empanelled institutions.

12. Penal action.-

If an individual / institution empanelled as third party for conducting safety audits is found violated any condition stipulated in the certificate of Empanelment or any other terms and conditions stipulated or has carried out the work or has acted in a manner inconsistent with the intent or the purpose of the Act or the Rules or guide lines or standards under which the third party safety audit is to be conducted or has omitted to act as required under relevant provisions of the Act or the Rules or guide lines or any other reasons to be recorded in writing, the Chief Inspector of Factories may, after giving the opportunity of being heard to the empanelled third party, revoke the certificate of empanelment and if deemed necessary, may permanently blacklist the said third party from conducting any safety related third party services in the state of Andhra Pradesh.

13. Exemptions.

(1) The State Government, or subject to the control of State Government, the Chief Inspector of Factories may, by order in writing, exempt any factory or category of factories from all or any of the provisions of these rules, subject to such conditions as it may specify in such order.

(2) Not withstanding anything contained in sub-rule (1), the Chief Inspector of Factories may, in his discretion, by order, revoke the exemption granted under sub-rule (1), at any time.

SCHEDULE - I

(See Rules 7(1)(ii))

Academic Qualification and Experience of Safety Auditors

The individuals / individuals associated with the institution applying for empanelment as third-party Safety Auditor, shall possess the following qualifications and experience, etc.:-

(i) Degree in branch of Chemical, Mechanical, Electrical Engineering from recognised University, and having ten years of experience in the field of manufacturing, maintenance, design, project in the supervisory or above capacity in factories; and

One year full time diploma in Industrial safety recognised by the State Board of Technical Education or All India Council of Technical Education or recognised University or regional Labour Institute or Central Labour Institute

Or

(ii) Degree in any branch of Engineering and having ten years of experience in DGFASLI or Regional Labour Institute or National Safety Council (NSC) in the capacity of Assistant Director or above.

Schedule II

[See rule 10(b)]

Pro-forma for Safety Audit Report

Part-A

(to be furnished by the occupier)

(*1*) Name and address of the factory:

(*2*) Name of the Occupier:

(*3*) (*a*) Date and time of opening meeting of safety audit:

(*b*) Date and time of closing meeting of safety audit:

(*c*) Total man days taken to conduct the safety audit:

(*4*) List of raw material with maximum storage quantity and its mode of storage:

(*5*) List of finished products with maximum storage quantity and its mode of storage:

(*6*) Manufacturing process flow chart (attach separate sheet):

(*7*) List of dangerous operations carried out in the factory as defined in rule 95of the Andhra Pradesh Factories Rules, 1950 :

(*8*) (*a*) Name/s of the Safety Auditor/s:

(*b*) Certificate no. and it's validity duration:

(*9*) Furnish the brief description on the methods and standards followed for safety audit.

(Detailed Safety Audit Report along with recommendations to be attached.)

Date of submission of Safety Audit Report to the factory:

Digital Signature of Safety Auditor/s or employee/s of an Institution authorized to carry out safety audit.

In case of Internal Safety Audit

Signatures of Team of Plant Personnel.

Part-B

(to be furnished by the occupier)

Date of receipt of safety audit from the Safety Auditor:

I …… undersigned occupier of the factory ……. situated at ..... hereby declare that, I have thoroughly reviewed and taken appropriate actions based on the findings and recommendations mentioned in Safety Audit Report by safety auditor/s namely ……..

In response to the Safety Audit Report I have taken appropriate measures and report of the same is attached herewith.

Digital Signature of the Occupier.

Schedule III

[*See* rule 10(*i*)]

Pro-forma for verification of compliance to the recommendations of safety audit report

(*1*) R.No. & Name and address of the factory :

(*2*) Name of the Occupier :

(*3*) Name of Safety Auditor & Empanelment Certificate No. :

(*4*) Date(s) of Safety Audit :

(*5*) Date of submission of Safety Audit report to Occupier :

(*6*) Date of action taken report submitted by Occupier :

(*7*) Date of visit for verifying action taken report :

(*8*) Details of non-compliance observed, if any:

I ……., hereby declare that I have verified all the observation / recommendation mentioned in Safety Audit report and action taken report submitted by the occupier of the factory.

Digital signature of the Safety Auditor.”.

FORM-I

(See rule 9)

Intimation of Safety Audit

1. R.No. & Name and address of the factory;

2. Name of the Occupier;

3. Name of the Manager:

4. Proposed date of commencement of Audit;

5. Probable date of Completion;

6. Name of the Safety Auditor and Empanelment Certificate No.

7. Name of the person(s) who is carrying out the safety audit,

I hereby undertake to carryout Safety Audit as prescribed under Rules (4) and (11) and submit Safety Audit Report within one month from the date of completion of safety audit to the Occupier of the factory

Date:

Signature of Safety Auditor /
Representative of the Institution
authorized to carryout safety audit

I hereby undertake to submit the action taken report on the Recommendations of the Safety Audit on or before ……..

Date:

Signature of the Occupier.

(Name of the Occupier in Block letters)

FORM- II

[see rule 7(2)(a) & 8(1)]

Application form for empanelment or renewal of empanelment to an individual as Safety Auditor

1. Name :

2. Father's/Husband's Name :

3. Date of Birth and Age :

4. Permanent Address :

5. Address for Correspondence;

Telephone No. :
Mobile No. :
Fax :
E-mail :

6. Educational Qualification : (Attach Certified copies)

SL.No.	Degree/Diploma	College/Institution/University	Year of completion
1	2	3	4

7. Technical Qualification in Safety: (Attach certified copies)

SL.No.	Degree/Diploma	College/Institution/University	Year of completion
1	2	3	4

8. Work Experience (Attach certified copies)

SL.No.	Employment From - To	Name and address of the employer	Designation	Nature of Work Performed
1	2	3	4	5

9. For renewal of empanelment.-

Certificate No. and date of issue:

10. Payment of Fees.-

Date and reference to payment of fees	Amount Paid
1	2

11. DECLARATION

I hereby declared that,

(a) my empanelment as a Safety Auditor was not revoked or cancelled in the past;

(b) my empanelment as a Safety Auditor was revoked or cancelled in the past, and its details are as follows :-

Date of revocation or cancellation and its order number, if any	Period From - To

Note. If the empanelment was cancelled or revoked twice in the past, the Safety Auditor is not eligible for empanelment.

c) I have carried out five or more Safety Audits in the past two years, the list showing the name, address of the factory and date of audits are attached herewith.

d) I,---------- hereby declare that the information furnished above are correct to the best of my knowledge. I undertake to:

(i) maintain the facilities in good working order, and

(ii) maintain a log book of all safety audits undertaken by me, and

(iv) fulfill and abide by the conditions, if any, stipulated in the certificate of empanelment.

(Enclose Applicant's Latest Photograph signed across)

Signature of the Applicant:

Full Name:
Date:
Place:

FORM-III

[see rule 7(2)(a) & 8(1)]

Form of Application for empanelment or renewal of empanelment to an institution as Safety Auditor

1. Name and full address of the Institution:

2. Institution status (specify whether Government, autonomous, co-operative, corporate or private) with registration number:

3. a) Name of head of Institution

b) Phone

c) Mobile No.

d) E-Mail address

d) Fax

e) GST Number

4. Whether the Institution has been empanelled as a Safety Auditor by this State or any other State? If so, give details.

5. Attach bio-data of the employed persons (at least three), in the Annexure attached to this application:

6. Any other relevant information

7. Certificate No. and date of issue: (in case of renewal)

8. Payment of Fees.-

Date and reference to payment of fees	Amount Paid
1	2

9. DECLARATION

I hereby declare that,-

(a) Empanelment of the institution as Safety Auditor was not revoked or cancelled in the past;

(b) the Empanelment of the institution as Safety Auditor was revoked or cancelled in the past, its details are as follows :-

Date of revocation or cancellation and its order number, if any	Period From To
1	2

Note.: If the empanelment was cancelled or revoked twice in the past, the institution is not eligible for empanelment.

(c) The institution has carried out five or more Safety Audits in the past two years, the list showing the name, address of the factory and date of audits are attached herewith.

(d) I, hereby declare that the persons whose bio-data it attached to the application are the employees of the institution whose copies of appointment letters are attached herewith.

(e) I, ……hereby declare that the information furnished above for ……(name of the institution) is correct to the best of my knowledge. I undertake to,-

(i) notify to the Chief Inspector immediately, in case the employed person on the basis of which this empanelment was procured leaves the employment,

(ii) maintain the facilities in good working order,

(iii) maintain a log book of all safety audits undertaken, and

(iv) fulfill and abide by all the conditions stipulated in the certificate of empanelment.

Signature of the Head of the Institution:----------

Designation:----------

Place:----------

Date:----------

Annexure to Form - III (To be filled separately for each individual of institution)

Personal Information of the persons employed:

1. Name:

2. Father/Husband Name:

3. Date of Birth and Age:

4. Permanent Address:

5. Address for:

   Correspondence
   Telephone No.:
   Mobile No.:
   Fax:
   E-mail:

6. Educational Qualification: (Attach Certified copies)

Sl.No.	Degree/Diploma	College/Institution/University	Year of completion
1	2	3	4

7. Technical Qualification in Safety (Attach Certified copies)

Sl.No.	Degree/Diploma	College/Institution/University	Year of completion
1	2	3	4

8. Work Experience (Attach Certified copies)

Sl.No.	Employment From - To	Name and address of the employer	Designation	Nature of Work Performed
1	2	3	4	5

(Enclose employed persons Latest Photograph signed across)

DECLARATION

I hereby declare that all information provided in this annexure is true and correct to the best of my knowledge. If empanelled, I agree to abide by and uphold the high standard of professional ethics in discharge of my duties as a Safety Auditor.

Signature of the employed person:
Full Name:
Date:
Place:

FORM - IV
[see rule 7(2)(i)]

Certificate of empanelment /renewal of empanelment as a Safety Auditor.

CERTIFICATE NO. :.... ……..

M/S./SHRI / SMT. …., (address)

……..has been empanelled / empanelment is renewed as a "SAFETY AUDITOR", for the purpose of carrying out Safety Audit under the Andhra Pradesh Factories (Safety Audit) Rules, 2025.

The Certificate is valid from ……..to……

This certificate is issued subject to the conditions stipulated hereunder:-

1. Safety audit shall be carried out in accordance with the provisions of the Andhra Pradesh Factories (Safety Audit) Rules, 2025.
2. Every safety audit shall conform to the IS 14489:2018 or latest relevant standard. IS 14489: Code of Practice on Occupational Safety and Health Audit with its latest version and additional standard, check list, guidelines used in addition to the Indian Standard, IS 14489: Code of Practice on Occupation Safety and Health Audit.
3. He/ she or the person in case of institution, authorized to carry out safety audit shall be physically present at the time of conducting the Safety Audit and shall maintain the record of the work done in the Log Book as prescribed in the rules.
4. Certificate No. and its validity period should invariably recorded on the Safety Audit Report,
5. No safety audit shall be carried out after expiry of validity period.
6. The Chief Inspector reserves the right to revoke, annul or amend this Certificate at any time during its validity period,
7. He or the person authorized, in case of the institution, to carry out safety audit shall not conduct a Safety Audit of any factory where such auditor is employed, or an occupier, partner, director or manager of that factory, or of any factory owned, operated, managed or conducted by immediate family members, relatives or extended family members or wherein that auditor or such person shall not carry out a safety audit of those factories to which that auditor supplies any plant, machinery, raw material, safety equipment’s or other materials, equipment.
8. He or the person authorized, in case of the institution, to carry out safety audit shall not disclose, even after ceasing to be a empanelled Safety Auditor of the employee of the institution, any manufacturing or commercial secrets or working processes or other confidential information which may come to his knowledge in the course of their duties as an auditor. Any failure in this regard may make such auditor or person liable for criminal or civil proceedings, in accordance with the law for the time being in force.
9. The application for renewal of the empanelment as a Safety Auditor shall be made at least three months before the expiry of the period of empanelment.

Signature
Director of Factories

Place:
Date:

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRAPRADESH)

M.V. SESHAGIRI BABU
SECRETARY TO GOVERNMENT

To

The Director of Printing Stationery & Stores Purchase, Vijayawada.(With a request to publish the said Notification and supply 100 copies to the The Director of Factories, Andhra Pradesh, Vijayawada).

Copy to:

The P.S. to Hon'ble Minister(LFB&IMS), A.P.Secretariat, Velagapudi.
The P.S. to Secretary to Govt., LFB&IMS Department, A.P.Secretariat, Velagapudi.
The Law Department, A.P.Secretariat, Velagapudi.
Sf/Sc

//FORWARDED::BY ORDER//

SECTION OFFICER